

A G E N D A



Recommendation for Council Action (Purchasing)

Austin City Council	Item ID:	20417	Agenda Number	30.
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Meeting Date:	December 13, 2012
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Department:	Purchasing
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Subject

Authorize award, negotiation, and execution of a 12-month requirements service contract with SOLIX, INC., or the other qualified offeror to RFP No. OPJ0101, to provide automatic enrollment administrator services for Austin Energy's Utility Discount Program in an estimated amount not to exceed \$496,690, with three 12-month extension options in an estimated amount not to exceed \$359,700 per extension option, for a total estimated contract amount not to exceed \$1,575,790.

Amount and Source of Funding

Funding in the amount of \$372,518 is available in the Fiscal Year 2012-2013 Operating Budget of Austin Energy. Funding for the remaining three months of the original contract period and extension options is contingent upon available funding in future budgets.

Fiscal Note

There is no unanticipated fiscal impact. A fiscal note is not required.

Purchasing Language:	Best evaluated proposal.
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Prior Council Action:	
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For More Information:	Oralia Jones, Senior Buyer /322-6594
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Boards and Commission Action:	Recommended by the Electric Utility Commission.
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MBE / WBE:	
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Related Items:	This contract will be awarded in compliance with Chapter 2-9C of the City Code (Minority-Owned and Women-Owned Business Enterprise Procurement Program). Although no goals were established for this solicitation, 5.50% WBE subcontractor participation has been met.
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Additional Backup Information

This contract will provide automatic enrollment services for Austin Energy's Utility Discount Program, a component of the Customer Assistance Program. The contractor will create a system that communicates with discount participants, processes data, provides high volume customer service, develops databases and handles mass data projects via mail or email to accomplish a City-wide enrollment process for qualifying customers. This contract will allow for the automatic enrollment for qualifying customers in the City-wide Utility Discount Program and provide notification to customers as they certify, recertify or are removed from eligibility. The objective is to ensure that all eligible utility customers within the Austin Energy service territory are enrolled automatically via a process that combines eligibility lists provided by Austin Energy and local entitlement program offices such as Medicaid, Supplemental Nutrition Assistance Program (SNAP), Children's Health Insurance Partnership (CHIP), Travis County Medical Assistance Program (MAP), Comprehensive Energy Assistance Program (CEAP) and any other City approved entitlement programs. The contractor will cross reference lists of persons who receive these benefits with lists of City of Austin utility service customers in order to determine eligibility for discounted utility service. The contractor will serve as the automatic enrollment administrator for the Utility Discount Program.

An Austin Energy evaluation team with expertise in this area evaluated the proposals and unanimously chose this proposal as the best to provide these services. Evaluation criteria used to evaluate the proposals included cost, an understanding of the requirements, competence and knowledge in the area, qualifications, financial capability, references, and local business presence.

This request allows for the development of an agreement with a qualified offeror that Council selects. If the City is unsuccessful negotiating a satisfactory agreement with the selected offeror, negotiations will cease with that provider. Staff will return to Council so that Council may select another qualified offeror and authorize contract negotiations with this provider.

MBE/WBE solicited: 3/4

MBE/WBE bid: 0/0

PRICE ANALYSIS

- a. Adequate competition.
- b. One hundred five notices were sent including three MBEs and four WBEs. Two proposals were received, with no response from the MBEs/WBEs.

APPROVAL JUSTIFICATION

- a. Best evaluated proposal of two proposals received.
- b. The Purchasing Office concurs with Austin Energy's recommended award.
- c. Advertised on the Internet.